



*Business Operations Division*

BUS-5-5, Construction and Architect-Engineering Contracts Team

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May 27, 2003

TO: ALL PROSPECTIVE OFFERORS:

**SUBJECT: REQUEST FOR PROPOSALS NO. 73839-001-03-CK,  
CCF/LDCC COOLING PLANT MODIFICATIONS, TA-03**

Ladies and Gentlemen:

You are requested to prepare a proposal for the CCF/LDCC Cooling Plant Modifications project at TA-03-32, -1498, and -1837 at the Los Alamos National Laboratory, Los Alamos, New Mexico.

**This is a small business set-aside solicitation.** The North American Industry Classification System (NAICS) code is 238220; Heating, ventilation and air-conditioning (HVAC) contractors and the small business size standard is \$12 million dollars in annual gross receipts.

There are **Go/No Go criteria** associated with this request for proposals (RFP), please see Paragraph 10 of the Instructions, Conditions, and Notices to Offerors.

A pre-proposal conference will be held at 9:00 a.m. local prevailing time, Wednesday, June 4, 2003. **To attend the pre-proposal conference, you must indicate your intention to attend and provide your name, social security number, citizenship, firm name, and how to contact you by not later than noon, Monday, June 2, 2003.** Send this information to Carol McNeil, phone 505-667-5866, or e-mail to cmcneil@lanl.gov.

Proposals will be due by 2:00 p.m., local prevailing time, June 19, 2003. Award is anticipated approximately July 30, 2003. Proposals will not be opened in public.

The pre-proposal conference will be meet in Room 133 of the Pajarito School building, 3400 Arizona, Los Alamos, New Mexico. A brief overview highlighting salient portions of the project and the RFP will be presented to the attendees, before leaving for a site inspection. Offerors are strongly advised to thoroughly read and review all provided documents prior to attending this conference. Submit any questions you want addressed at the conference in writing or via e-mail to the Contract Administrator by no later than 1:00 p.m., June 2, 2003.

The University intends to award one firm-fixed priced contract for this work to the responsible offeror who submits the lowest priced offer, after meeting the stated Go/No-Go Criteria. The University may reject any or all offers if such action is in the University's interest. The University may waive informalities and minor irregularities in offers received.

The estimated value, including New Mexico Gross Receipts Taxes, is between \$500,000.00 and \$1,000,000.00. The awardee will be required to complete all work within two hundred sixty (260) calendar days after Notice of Award, although there is an additive alternate for an option that could extend this somewhat.

The only method by which any terms of the RFP may be modified is by an express, formal amendment to the RFP generated by the University Contract Administrator. No other communication made during any discussions, whether written or oral, will modify or supersede the terms of the RFP. Receipt of modifications to this solicitation must be acknowledged in your offer. Please note that any direct communication with the University's technical representatives or Government sponsor regarding this requirement is prohibited. The contract administrator will be your sole point of contact prior to contract award.

You may submit all questions regarding this solicitation in writing to the undersigned at the letterhead address, via FAX: (505) 665-8842, or via e-mail: *dalekemp@lanl.gov*. Answers to questions, and any amendments to this solicitation, will be transmitted back to all prospective offerors. Your interest in this important project is appreciated.

Sincerely,

Dale V. Kemp  
Sr. Contract Administrator

DK:dk

Attachment: Request for Proposals No. 73839-001-03-CK